



## RO/ARO Annual Verification User Guide

As a federal database, SEVIS is subject to the Federal Information Security Management Act (FISMA). FISMA requires the annual review and verification that all users who access federal systems have both the business need and authorization to access the system. To comply, ROs must annually verify that they, and all AROs, are still employed by the organization and require continued access to SEVIS.

### IMPORTANT FACTS

- The annual verification period is from December 2<sup>nd</sup> to March 2<sup>nd</sup>.
- Verification **must** be completed by **March 2<sup>nd</sup>** each year.
- Only ROs can perform the validation.
- ROs and AROs will receive reminder emails and will see screen reminders during the verification period. The screen messages will be removed once verification is completed.
- If verification is not completed, AROs will lose access to SEVIS. Batch capability will also be lost. The only action the RO will be able to perform is the verification. **Ultimately, if the RO fails to verify the officials, all users will be removed from the program's Form DS-3036.** Contact the SEVIS Help Desk if your program has no RO.
- Emails will be sent if users lose access to SEVIS.

### Verification Process

1. Log in to SEVIS.
2. Click the **required to verify** link in the message on the *Message Board* screen or the *Program Information* screen. This message will only display during the verification period.

Next verification due by 03/02/2015. The RO is [required to verify](#) that the AROs for your program still require access to SEVIS and remain employed by your program. Any official not verified by this date will lose access to SEVIS. See HELP for more information.

57 days remain until the next verification date.

The system displays the *ARO Verification* screen, which includes the program name and number, and all officials associated with the program.

SEVIS Student & Exchange Visitor Information System

ARO Verification

57 Days Remaining Due Date: 03/02/2015

DoS SWT Program, P-2-14589

2200 C St., Washington, DC, 22003  
Approved Categories: Summer Work/Travel

For each person listed, indicate YES if the person is still employed by your program and requires continued access to SEVIS. Indicate NO, if the person does not meet these criteria. If you indicate NO, that person will lose their SEVIS role for your program. See Help for more information.

RO	Name	Phone	Email
<input checked="" type="radio"/>	Block, Debbie		
<input type="radio"/>	Key, Amy	202-111-2222	keyab@dosswt.com

Submit



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3. Click the **Yes** or **No** radio button next to the name of each ARO listed. A radio button must be selected for each official before the verification can be submitted. (The radio button next to the RO's name is pre-populated and cannot be changed.)
4. Click the **Submit** button. A success message displays.

### Process Notes:

1. Selecting Yes indicates that the person still requires access to SEVIS for the program. If No is selected for any of the AROs when the action is submitted, the user will either immediately lose access to SEVIS or lose access when his current SEVIS session ends.
2. If an RO is associated with more than one program, the name of each program will display as a link on the left side of the *ARO Verification* screen. The RO can click the name of each program to perform the user verification.

**Note:** This is a supplemental guide for RO/AROs. Refer to the User Manual for Exchange Visitor Program Sponsor Users (RO/ARO) of SEVIS, Version 6.18: Volume I, for additional details.